



Crown Oaks Property Owners' Association
Architectural Control Committee
Application Procedures

Prior to initiating any exterior modifications to the primary residence or construction of appurtenant structures, all plans must be approved by the Crown Oaks Property Owner' Association (COPOA) Architectural Control Committee (ACC)¹. ACC applications are required for modifications or additions made to the exterior of the home, an accessory building or lot. No application is required for landscaping or any interior modifications to the home or to the interior of a preexisting accessory building. Please first consult the document entitled "Projects Requiring ACC Approval" and the project-specific applications provided on the Crown Oaks website CrownOakstx.com

Project-Specific Application Forms

- New Home/Home Addition/Adjunct Dwelling Unit
- New Accessory Building/Modification to an Existing Accessory Building
- Pool, Well, Generator, Driveway Addition/Extension or Other Changes/Improvements
- Fence and/or Gate

The ACC application process requires the owner, or builder if building a spec home, to submit the applicable form listed above. If making/constructing multiple improvements simultaneously, the appropriate application form for each type of improvement must be submitted to the ACC for review and approval prior to starting any construction activities.

New Home/Addition, Adjunct Dwelling Unit, Accessory Building, Pool, Well or Driveway Extension/Addition

When building a new home or home addition, adjunct dwelling unit, new accessory building, addition to an existing accessory building, a pool, adding concrete flatwork, a driveway extension/addition or a roadside ditch crossing, or as otherwise directed by the ACC, each ACC application must be accompanied by the following additional document fully completed, pages initialed as required, and each signed by the owner as directed. The application(s) will not be processed by the ACC until all

¹ COPOA ACC or agent designated by the COPOA for review of ACC applications.

required accompanying documents have been provided and all application fees, if any, and deposits paid. The following additional document must also be completed and submitted with this application:

- Building Guidelines & Requirements

All Other Projects

For fences, gates, generators, reroofing with different materials or other minor changes to the lot or home exterior, the homeowner only needs to submit the appropriate application form to the ACC and pay the required application fee and deposit if any are required

Application Submission

Please do not submit your application(s) and documentation separately, but instead submit a single application package including all applicable documents listed above and all required accompanying documentation, e.g., photos, plats, plans, permits, material or paint samples/codes/swatches etc., as may be required. Please use pdf or jpeg format for your application documents. Until all documentation is submitted and all fees and deposits paid, the application will not be processed.

Once you have fully completed, signed and assembled your application package, please:

- Submit a scanned copy via your personal account on the [IMC portal](https://portal.imcmanagement.net/login) (<https://portal.imcmanagement.net/login>) by selecting “Requests” – “ARC Requests”
- You may also mail or deliver your application in person to the IMC office and pay by check at: IMC Property Management, 3500 West Davis, Suite 190, Conroe, Texas 77304
- For more information or questions, please contact IMC at 936-756-0032

If uploading your application package via the [IMC portal](#), please pay any applicable application fee or deposit(s) via the Portal. If mailing the application package or delivering it in person to IMC, you must enclose a check for any application fee and deposit(s) due at submission. If making payments by check, please make your check payable to Crown Oaks POA. You can also pay by credit card by accessing your account on the [IMC portal](#). Applications submitted without payment of the application fee and required deposits will not be considered until such payments are received.

Final Inspection

At the conclusion of your project, you will need a Final Inspection as the first step in the return of your refundable Compliance and Damage Deposit. It would be instructive to review the Final Inspection Request form in advance. The form can be found on the [Crown Oaks Community Website](#) . When ready for the Final Inspection, select and complete the applicable form and submit it to the ACC through the IMC Portal as directed above for submittal of applications.

Application Expiry

Your application package expires one hundred eighty (180) days from the date your application is received by the ACC (the “Expiry Date”). Provided you have received written approval of your application from the ACC, you must initiate construction prior to the Expiry Date or your application

becomes null and void. If the application package expires you will either need to resubmit your application package or you may request a refund of your deposit(s) and resubmit your application at a later time.

If you have questions about the application process or one of the application forms, please contact IMC at 936-756-0032.